

EMERGENCY PREPAREDNESS COMMITTEE
MEETING MINUTES
April 17, 2014
CHA

Members Present: William Ackley – Committee Chair, Jonathan Best – DPH, Michele Connelly, David Bailey, Judi Reynolds, Gary Allyn, Joe Soto, Joe Laucella, Alex Morisano, John Reed

1.0 Call to order
Chair Bill Ackley called the meeting to order at 9:31AM.

2.0 Minutes
Approval of the previous meeting minutes was tabled until next month.

Due to a conflict in his schedule, the group agreed to suspend the order of the agenda to allow Jonathan Best to speak. Jon's report and discussions follow:

- Mass Casualty Management System - Jon updated the group on the development of the system, he emphasized the system does not change the basic SMART system and is still in draft stage. He reported the system was utilized at the Boston Marathon bombing last year with success.
- Jon gave an overview of the statewide SNS exercise that will be conducted April 21st through April 25th, the exercise objectives and agencies participating. He noted the following week Operation Benedict, a multi-agency drill will be conducted in the Groton area.
- The new DPH communications system has been operating well since installation. Work toward full functionality and integration with the CSP message center with a goal of one answering point for DPH is progressing. The system will be utilized during the SNS exercise.
- A memo was sent to all EMS agencies and CMEDs concerning the status of mandated minimum operational requirements for UHF radios, (256 channels/12 character display) deadline of February 1, 2014 concerning vehicle inspections and the ability to bill for service. John Reed asked if there would be training on how to navigate the new radios, there was discussion on the services having the technology of the updated equipment but not necessarily the knowledge to operate it. Joe Soto noted the 12 character labels were specifically required for clear labeling and easier operation. A few issues were found with PL programming not following the guidelines. Joe Soto suggested the services have their vendors print a template for them.
- In June DPH staff and members of the CT Chief Medical Examiner's office will participate in a regional mass fatality exercise in New York.
- 5 Mass Casualty trailers and 4 alternate care trailers are positioned regionally, Jon reviewed a recent deployment for Danbury Hospital and logistic issues resulting in a request to all hospitals to submit proposed sites if assets are requested and call before you dig information for each.
- There was discussion on EMS arriving first on scenes and identifying certain situations that obligate reporting to DPH

- There was discussion concerning ambulance task force requests and mobilization, coordination of EMS leaders and operating under the ICS structure. Chief Allyn spoke about task books that are available for each ICS position that may be modified to fit our model and require completion of training tasks on an ongoing basis. He feels considering a mix of services and people with management ability is essential. There was further discussion on training field personnel in incident management and EMS supervisor training.
- The EMS Plans and new template that were recently distributed, municipality responsibilities, importance of ICS 100 and ICS 200 for EMS, management and decision-making skills, management of resources and the importance of management tools were discussed.
- Jon spoke about the NHTSA recommendations related to preparedness and DPH's broad responsibilities.

3. Initiatives for discussion

- Emergency Vehicle Response in Hazardous Conditions (review revisions)
Bill distributed "EMS Operations During Hazardous Conditions" – draft dated 08/07/2013 and "Model Procedures for Response of Emergency Vehicles During Hurricanes and Tropical Storms" – Version 1.2, June 2011. There was discussion on integrating, pages 1 to 3 and 6 of the 08/07/2013 document with other information moved to an appendix. Gary spoke on the reconciling of both creating one reference document for all services. Joe Laucella suggested forwarding any comments to Bill who will work on preparing the document for presentation to the Advisory Board this month.
- MCI Plan Guidance Document
Developing guidelines for Incident Action Plans & filing requirements
Bill distributed "2013 UBS Balloon Parade Spectacular", "Stamford Event Advisory" – 11/24/13 and "Medical Plan – UBS Balloon Parade", he reviewed the content, duties and purpose of each of them.

Alex Morisano, New Britain EMS, distributed "Support Services Division, Special Operation's Incident Action Plan, Great American Boom 2013" for discussion. He commented IAP's are used for every event in New Britain assuring familiarity. Discussion on the plan details followed.

Joe Soto distributed "Greenwich EMS Incident Action Plan, Greenwich Fireworks, July 7, 2012" for discussion. The plan is unique due to two events occurring on the same day, time and area of the town. Logistics planning is difficult due to road limitations, severe congestion, and the need to transport some patients by boat from the area. Detailed preplanning is essential requiring multi agency coordination.

Joe Soto distributed "Stand-by Guidelines Mass Gatherings and Athletic Events" for discussion. Joe reviewed the guidelines, commenting that their service is involved in the town permit process and sign off by them is required for a permit to be issued.

Danbury's IAP for the Dayglow Concert was reviewed, followed by group discussion on other events throughout the state. Gary Allyn suggested adopting ICS format for

uniformity. ICS forms 201 through 208 were discussed with Gary noting he has an auto fill template that cross populates which was developed in Texas, he will forward it to Bill Ackley to share with the group. ICS forms are also available in WebEOC. WebEOC has been redesigned with positive feedback on the revisions.

Gary commented that the ICS 300 class covers working with IAP's. There was discussion on educational offerings and resources. Bill stated the regional coordinators are a good conduit to disseminated information. Joe Laucella commented on the TEEX ICS Forms class and noted IMT team training is a good resource. Joe will forward IMT team information to the group.

Bill distributed "Stamford Emergency Medical Services Mass Gathering Event – After Action Treatment Report". He reviewed the report noting listing the cost factors a key component in future planning and determination of actual costs.

4. Other Business

Bill introduced new members Chief Joe Laucella of Trumbull EMS and Captain Alex Morisano of New Britain EMS.

Bill also reported, On May 14th representatives from Region 1 will be going to New Jersey to meet with the NJ EMS UASI (Urban Area Security Initiative) Task Force leaders at Robert Wood's New Brunswick Hospital. Committee members are welcome to attend.

Region 1 has tentatively scheduled an EMS Special Operations Day, inviting all Region 1 EMS organizations to display their specialty resources (UTVs, MCI trailers, deployable shelters, etc). Region 1 will unveil their NIMS City Tabletop Exercise System that was recently secured with funding through the REPT.

The event is scheduled for Sunday, May 18, 2014 from 10:00 -13:00 at the Southwestern Regional EMS Office, 100 Mona Terrace, Fairfield. This will be the region's kick-off for EMS week 2014.

Bill Ackley has ordered NIM's City to be used during kick off for EMS Week.

5. Adjournment

Meeting adjourned at 11:30AM.

Respectfully Submitted:

Judi Reynolds
OEMS Region 2 Coordinator